



**STATE OF UTAH**  
**invites applications for the position of:**

**Warehouse Worker II**

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**SALARY:** \$12.46 Hourly

**OPENING DATE:** 01/25/19

**CLOSING DATE:** 02/07/19 11:59 PM

**NUMBER OF  
OPENINGS:** 1

**BENEFITS:** This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

**CRIMINAL  
BACKGROUND  
CHECK:** You must successfully pass a criminal history check.

**DRIVER  
LICENSE  
REQUIREMENTS:** Employees hired for this recruitment will be subject to the Driver Eligibility standards found at the following link:  
<https://rules.utah.gov/publicat/code/r027/r027-007.htm#T3>

**PHYSICAL  
ADDRESS:** Utah State Prison - Warehouse 14425 Bitterbrush Lane Draper, UT 84020

**RECRUITER  
INFORMATION:** Jeffie Dickerson - [jdickers@utah.gov](mailto:jdickers@utah.gov) - (801) 545-5570

**OVERTIME  
EXEMPT:** No

**SCHEDULE  
CODE:** B - Competitive Career Service - Employment in this position requires a probationary period.

**EEO  
STATEMENT:** The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact the Dept. of Human Resource Mgmt. at 801-538-3025 or TTY 801-538-3696.

**FMLA  
NOTIFICATION:** FMLA Compliance: The State of Utah complies with the Family Medical Leave Act that entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance

coverage under the same terms and conditions as if the employee had not taken leave. Information is available at  
<https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf> or  
<https://www.dol.gov/whd/regs/compliance/posters/fmlasp.pdf>  
 (Spanish)

## JOB DESCRIPTION:

**Professionalism- Respect.-Integrity- Duty.-Excellence**

**(PRIDE)**



***We support the pursuit of professional growth and development through a culture that encourages great employees, great attitudes and great teamwork.***

Do you enjoy working in a warehouse environment? Are you looking for a position where you can build a great career? Would you like to be part of a fantastic team with the Utah State Prison warehouse? **We have the perfect position for you as a Warehouse Worker II.**

**\*If you have previously interviewed for this position through recruitment # 18281, you are still being considered and you do not need to reapply.**

### Principal Duties:

- Locate and secure state and federal surplus property for clients.
- Maintain the inventory system.
- Ensure that there is an adequate supply of materials available. Orders, receives, inspects, and stores equipment, merchandise, commodities, materials, and/or supplies.
- Conducts regular and/or spot check inventories of merchandise, supplies, or equipment.
- Identifies problems or potential problem areas and recommends solutions.
- Analyzes, summarizes and/or reviews data; reports findings, interprets results and/or makes recommendations.
- Responsible to coordinate all shipments through third party providers (FedEx, UPS, USPS, etc.)
- Drives a box truck and/or operates a fork lift, pallet jack, etc.

### The model candidate for this position is someone who:

- Precisely enters, transcribes, records, stores, or maintains information in either written or electronic form.
- Correctly follows a given rule or set of rules in order to arrange things or actions in a certain order.
- Ability to arrange, coordinate, or schedule time and details.
- Has excellent skills in maintaining accurate records and logs.
- Has experience operating a fork lift, pallet jack, and box truck.
- Has great customer service skills. Working with customers and vendors.
- Has inventory experience.

**What's in it for you?**

We seek out only the best -- the best skills, the best attitudes -- and expect the best results from our employees. In return, we offer training, development and support to make our employees a success in whatever they do for us.

**The Agency**

We're committed to operational excellence, professional development for staff, and helping those in need. The Central Utah Correctional Facility, warehouse team is looking for a skilled and motivated individual to perform in these positions successfully and effectively.

**For additional information about the Utah Department of Corrections please go to this link.** <http://www.corrections.utah.gov/>

***Important Note: This job seeker website and your email address will be the primary source of communication for: Job Offer Acceptance, Onboarding for new hires, and any other communication needed between a job seeker and the recruiter. Please keep your email address and name current and updated at all times***

**TYPICAL QUALIFICATIONS:**

- (includes knowledge, skills, and abilities required upon entry into position and trainable after entry into position)
- Must have a valid driver license to drive a motor vehicle on a highway in this state per UCA53-3-202(1)(a)
- High school diploma or equivalent
- enter, transcribe, record, store, or maintain information in either written or electronic form
- follow written and/or oral instructions
- correctly follow a given rule or set of rules in order to arrange things or actions in a certain order
- maintain inventory; track receipt, sending and delivery of materials

**SUPPLEMENTAL INFORMATION:**

- Risks which require the use of special safety precautions and/or equipment, e.g., working around operating machines, working with contagious diseases or hazardous chemicals, etc.
- The work requires considerable and strenuous physical exertion such as frequent climbing, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas, defending oneself and/or others against physical attack.
- Preference may be given for work experience using a forklift and/or reach equipment.
- **Only applicants selected for an interview will be contacted.**

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APPLICATIONS MAY BE FILED ONLINE AT:

<https://statejobs.utah.gov>

2120 State Office Building  
Salt Lake City, UT 84114  
801-538-3025

[statejobs@utah.gov](mailto:statejobs@utah.gov)

Position #18617  
WAREHOUSE WORKER II  
JD

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## Warehouse Worker II Supplemental Questionnaire

- \* 1. This position will be working from an area located in the Utah State Prison. Are you willing to work in an institutional/prison setting, where you may have minimal contact with inmates?
  - ☐ Yes
  - ☐ No
- \* 2. Employment working in a public safety/law enforcement environment requires: A criminal history check (BCI) that will be conducted before a final offer of employment. \*If you are a current or past employee, your file will be reviewed as part of the hiring process.
  - ☐ I acknowledge that I have read the statements above.
- \* 3. The essential functions of this position include lifting 50 pounds, bending, loading trucks, unloading trucks, etc. Are you able to perform these functions?
  - ☐ Yes
  - ☐ No
- \* 4. How many years experience do you have working in a warehouse?
  - ☐ None
  - ☐ Less than 1 year
  - ☐ 1-3 years
  - ☐ 4-6 years
  - ☐ 7-9 years
  - ☐ 10+ years
- \* 5. Please rate your experience working in a warehouse.
  - ☐ No Experience
  - ☐ Limited Experience
  - ☐ Moderate Experience
  - ☐ Extensive Experience
- \* 6. Please rate your experience handling storage and inventory of goods.
  - ☐ No Experience
  - ☐ Limited Experience
  - ☐ Moderate Experience
  - ☐ Extensive Experience
- \* 7. Please rate your experience sorting large quantities of items.
  - ☐ No Experience
  - ☐ Limited Experience
  - ☐ Moderate Experience
  - ☐ Extensive Experience
- \* 8. Please select how many years of work experience you have in maintaining logs and records.
  - ☐ None
  - ☐ Less than 1 year
  - ☐ 1-3 years

- ☐ 4-6 years
  - ☐ 7-9 years
  - ☐ 10+ years
9. Describe your work experience maintaining logs and records. Be detailed; list the type of logs or records, how you maintained them and with what company?
- \* 10. How many years of experience do you have in driving or operating box trucks, tommy lifts, forklift, reach, or over sized vehicles?
- ☐ None
  - ☐ Less than 1 year
  - ☐ 1-3 years
  - ☐ 4-6 years
  - ☐ 7-9 years
  - ☐ 10+ years
11. Describe which machinery you have experience with and how used. (Box truck, Tommy lifts, forklift, reach, or over sized vehicles).
- \* 12. Please rate your experience working in a warehouse where you were held responsible to coordinate or organize items in-accordance to warehouse standards.
- ☐ No Experience
  - ☐ Limited Experience
  - ☐ Moderate Experience
  - ☐ Extensive Experience
- \* 13. Please rate your ability to work accurately, with close attention to detail.
- ☐ None
  - ☐ Beginner
  - ☐ Intermediate
  - ☐ Advanced
- \* 14. Briefly describe your thoughts on team work and how you have demonstrated that you're a team player. Include what it means to take the lead/be a leader in a team environment.
- \* 15. The interview selection process is based on your answers to the application questions. Failure to answer the application questions appropriately may result in disqualification. Your answers to the questions on this application must be supported by your resume otherwise you may not receive credit. "See resume" is not an acceptable answer to any question.
- ☐ I acknowledge that I have read the statements above.
- \* 16. Please indicate how you heard about this specific job posting.
- ☐ State Jobs
  - ☐ An External Job Posting Site (Indeed, LinkedIn, etc.)
  - ☐ Social Media (Facebook, Twitter, etc.)
  - ☐ Advertisement (Newspaper, Internet, Radio, etc.)
  - ☐ Professional Network
  - ☐ University Network (Career Center)
  - ☐ Referred by a Friend or Colleague
  - ☐ Contacted by a Recruiter
  - ☐ Career Fair
  - ☐ Internal communication from a State Agency that employs me - State employees

only  
☐ Other

\* Required Question